

**The Department of Social Services
Anticipated Job Opportunity
Public Assistance Consultant**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 14, 2006

Closing Date: August 28, 2006

The Department of Social Services is presently recruiting to fill a Public Assistance Consultant position to be assigned within the Bureau of Assistance Programs in Hartford Central Office.

Open To: State Employees

**Position: Public Assistance Consultant
Position No. 33563**

Bargaining Unit: Social and Human Services (P-2)

Location: 25 Sigourney Street, Hartford, CT

Salary Range: \$61,858.00 - \$78,410.00 (SH-26)

PURPOSE OF POSITION: Accountable for coordinating program/policy planning, development, implementation & monitoring for a major agency project, program or initiative.

GUIDELINES FOR CLASS USE: Incumbents in this class perform a variety of work responsibilities that support the efforts of staff who are responsible for carrying out program activities or program administrative support activities. All incumbents are program experts who apply knowledge of a group of agency programs to the development or revision of agency policy or operational procedures, the review and proposed regulations or statutes, the performance of cost/benefit analysis and the development of program and service delivery models. Positions are restricted to Central Office Program Units, which provide coordination of and consultation about Agency programs including interpretation of statutes, regulations, policy and/or procedures for program administration staff.

EXAMPLES OF DUTIES: Coordinates program/policy planning, development, implementation & monitoring for a statewide program, program initiative, or project; leads project teams or participates in program development, implementation and monitoring activities; develops budget estimates and performs cost benefit analyses; analyzes and evaluates existing and proposed programs/policies to determine feasibility & impact on quality of service; conducts trends analysis and quantitative analysis regarding program operations and fiscal issues; develops requests for proposals, selects or participates in the selection of vendors, develops contracts, monitors contracts and approves payments; develops spending plans for contracted services; negotiates with federal officials and develops waivers of federal regulations for state public assistance and health care initiatives; negotiates with outside legal representatives and responds to challenges of programs criteria; analyzes federal and state statutes, regulations, etc. for program impact; coordinates activities of project or program staff to meet program goals and project

deadlines; prepares comprehensive reports on the status of planning and program development efforts; acts as liaison with state, federal and community agencies regarding assigned programs/projects to ensure service delivery and provide problem resolution; provides technical assistance to field staff; may draft legislative proposals for agency program initiatives; may prepare draft regulations and coordinate regulations review process for assigned program areas; may conduct public hearings regarding proposed policy changes; may testify before legislative committees regarding agency or legislative program initiatives; may provide support to regional/central office operations by translating program requirements into data system specifications and testing and releasing changes in operating systems based on changes; may provide support and technical assistance to system users including training in new procedures; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE/SKILL & ABILITY:

Considerable knowledge of social service programs, considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of principles of public administration; knowledge of community organizations and social service agencies; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan, organize & coordinate complex programs; ability to interpret complex written material including legal narrative, legislation & regulations and assess the impact of these on programs.

EXPERIENCE & TRAINING:

General Experience:

Eight (8) years of professional experience in a social services program.

Special Experience:

One (1) year of the General Experience must have been in a lead or consultative capacity with responsibility for case review and evaluation and/or technical policy interpretation and implementation at the level of Lead ESW, Lead Investigator, Program Assistance Specialist or Social Worker.

Note: Candidates must be lateral transfers or reside on the current Exam List No. 060450 for this Classification. Priority consideration will be given to mandatory Re-employment/SEBAC candidates as required.

APPLICATION PROCEDURE: Candidates should complete an “**original**” State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut’s Department of Administrative Services Human Resources Services website at:

www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (PLD -1) to:

**Robin Stewart
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE AUGUST 28, 2006 Close of Business

An Equal Opportunity / Affirmative Action Employer